

Title of Report

An Internship Report

Submitted to the Faculty
of the University of Miami,
Rosenstiel School of Marine and Atmospheric Science
in partial fulfillment of the requirements for the
Degree of Master of Professional Science

In cooperation with
Name of Hosting Agency Here

Your Name
Division/Department of XXXXX

UNIVERSITY OF MIAMI
Rosenstiel School of Marine and Atmospheric Science
Month and Year Here

Approved:

Name of Committee Chair
Title and Division/Department

Name of Committee Member
Title and Division/Department

Name of Internship Supervisor
Title and Organization

Your Name

(MPS, Your Division/Department)

Title of Report

Abstract of a Master's degree internship report at the University of Miami, Rosenstiel School of Marine and Atmospheric Science. Supervised by: *your committee member names here*. Number of pages in text: xx

HERE ARE SOME GUIDELINES YOU MAY WANT TO FOLLOW

You should try your best to keep the abstract to less than a page long.

One or two sentences can set the stage with a brief background to your study or general field.

One or two sentences should describe what you have set out to do or answer, and try to have this tie in logically to the background you provided.

A few sentences to describe your actual sampling or other methods. "We sampled 200 acres of mangrove forest monthly for a period of 6 months in 2015 to monitor changes in canopy cover and salinity using a refractometer and light meter."

Briefly report your MAJOR FINDINGS and results. Do not report results of test assumptions and try to avoid bogging down the abstract with actual test statistics. If something was significant, it suffices to say that here. Focus only on the important results that answer your hypotheses. You should limit this part to 2-3 sentences.

Finally, you need to wrap up the abstract. Do not just report what you found and stop abruptly. Take one or two sentences to explain what your findings mean, and why it is important/ possible implications. Many people like to finish off with suggestions for future work on the same questions.

Acknowledgements

Include your acknowledgement text here.

Research never happens in a vacuum so be sure to include some acknowledgments. At the very least you should acknowledge your committee members and anyone who helped to edit/improve your manuscript or with field work.

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Include list of interviews here X

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BELOW ARE THE SEPARATE SECTIONS WITH TIPS FOR WRITING IN BLUE

In general, for writing your document, choose your favorite journal for citation format and stick to it throughout. Consistency is more important than the particular citation format.

Try to avoid using the first person in your text unless absolutely necessary. Science never happens in a vacuum and you should use passive voice (reefs were sampled rather than I sampled reefs) or use “we”.

Also, keep everything in the final report in past tense. You already completed the work. Be careful to stay consistent with this throughout the text. Switching tenses is a very common and sloppy error.

1.0 Introduction

Include remaining report contents below. Integrate tables and figures into text, indicating the relevant page numbers above.

This section can look very much like the introduction in your proposal. In that document you should have written at least a few pages about your topic. It is logical to start very broad, then narrow to the specific field your study involves, then finally lead into the specific question you are asking. You can break this into sub-sections if necessary, but it is best as one coherent section that flows from broad to specific. Use lots of references!! This is where you show the reader that you know the field and all relevant background information. Often the last sentence of the introduction identifies the specific question or hypothesis that the study is addressing.

DO NOT include figures or tables in the introduction. If you feel you need them here you have probably done something wrong. This would be allowed only in very special circumstances.

2.0 Materials & Methods

Usually this section starts out by describing the study area, and has a map, which will almost always be figure one. Next, describe how you did what you did. You can break this into sub-sections if your project involved several phases or very different kinds of work. Only include other figures or tables here if they describe METHODS you used, not actual DATA. That comes in the next section.

3.0 Results

In this section you will be REPORTING your results. It may sound kind of dry but that is ok. Be careful NOT to discuss your results. If you find yourself explaining anything, you should stop and save that for the Discussion section.

This is the section where almost all of your tables and figures will be. Be sure reference all figures and tables in the text, but be careful not to be repetitive. In other words, if you have a table of how many observations were taken each year, DO NOT simply repeat all this in the text.

Year	#
------	---

2014	7
2015	15

Acceptable: “sampling differed between years due to weather conditions (Table 1).”

Unacceptable: “In 2014 we had 7 samples and in 2015 we had 15 (Table 1).”

If you find some of your figures or tables have not been references in the text, you must correct this or simply remove them from the document.

4.0 Discussion

Now you can talk about why you found what you found, why its cool and important, and compare/contrast it with other similar studies. Tell us what your data actually MEANS. You should avoid referencing your tables and figures again very much, if at all. There isn't much need to do this. Don't include any new figures or tables here. They should all have been put into the Results section. You can include figures and tables from other studies if you feel it is necessary, with the permission of the author. You can include opinion here, but you have to back it up, and identify it as such.

5.0 Recommendations

This section is optional and can be included in the discussion if you wish. However, if making recommendations is a significant project goal then it should be its own section.

6.0 References

You can use any format from a recognized scientific journal here. Just please be consistent. Only one format should be used.

7.0 Appendices

Appendices are where you put large tables or data sets that deserve to be made public record but are too cumbersome to be in the main body of the document. They should also be referenced somewhere in the text, preferably in results. Do not simply include all of your raw data here as it is not necessary.